

ABSTRACT OF THE DISCLOSURE

A system and method for archiving personal documents in a remote location. Preferably, the documents are indexed and retrieved based on index words which may be embedded in the document, submitted as auxiliary data, or selected from a menu. Preferably, the software intensive elements of archiving system are installed at the remote location. The remote archiving service in a preferred embodiment is offered by an application service provider. An apparatus for capturing and feeding a document to a remote archiving system, according to a preferred embodiment is also described.